



Posted: September 15, 2006

**CITY OF NORFOLK
PUBLIC WORKS DEPARTMENT
REQUEST FOR PROPOSALS
For**

UNDERWATER INSPECTION & ENGINEERING SERVICES- FY 2007

Background

The City of Norfolk is requesting proposals from qualified and competent engineering firms, licensed to do business in the Commonwealth of Virginia, for the purpose of entering into a contract through competitive negotiations to perform professional engineering services. Other related government organizations or agencies may be allowed to issue work orders under this contract, as permitted by the City. The City intends to enter into a renewable annual agreement to provide the services on a per request basis.

Services Required

The Consultant(s) will be provided a scope of services for each work assignment. Services requested will include, but are not limited to the following:

- Conduct underwater inspection and engineering of bridges, waterways, storm water facilities, waterfront structures, other infrastructure and/or prepare reports.
- Conduct Inventory and Routine Level I and Level II surveys of various bridge substructures, subsequent Level III surveys, Damage, In-depth, or Interim Inspections, in accordance with FHWA National Bridge Inspection Standards (NBIS).
- Conduct various types and intensity levels of inspection for bulkheads, promenades, piers, revetments, moorings, storm drains, and storm water outfalls.
- Provide engineering design for new work with underwater components or work to correct deficiencies detected by inspections, including preparation of cost estimates, preliminary design, final design, full contract drawings and specifications, and construction document reproduction services.
- Provide construction administration services which may include the following: assistance in pre-bid meetings, bid review and recommendations, and pre-construction meetings, holding on-site meetings with the contractor and/or property owners, conducting civic league meetings and public relations work, shop drawing review, issuing change orders, making periodic visits to the site to review progress of the work, conducting final and warranty inspections, and preparing as-built drawings for projects.

Requirements of Proposal

Proposals submitted in the public procurement process are subject to public inspection in accordance with the Virginia Freedom of Information Act. Therefore, trade secrets or proprietary information must be clearly

identified to prevent their disclosure, and the reason why protection is required must be stated (City Code Sec. 33.1-9).

Your proposal should address the proposed work and should include the following information:

- Professional qualifications of the project team, including resumes of the key staff individuals and their background.
- Profile of the firm's principals, staff, and facilities.
- Profile of the subconsultants and their background.
- Previous experience with similar types of projects, including the scope of work, the client, the status of the project, and the year the work was performed.
- The proposal should include statements concerning the availability and accessibility of staff to perform the work.
- Appropriate brochures, photographs or printed materials may be submitted at your option. In no event shall your proposal, including all attachments, brochures, covers, and dividers, exceed 20 sheets of paper. You are permitted to utilize the reverse side of all sheets.
- A list of current/proposed contracts in which your firm is engaged.
- A written statement attesting that your firm maintains an errors and omissions liability insurance policy with a minimum limit of \$1,000,000.

Minority Participation

It is the policy of the City of Norfolk to facilitate the establishment, preservation, and strengthening of small businesses and businesses owned by women and minorities and to encourage their participation in the City's procurement activities. Toward that end, the City encourages these firms to compete and encourages non-minority firms to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, and other contractual opportunities. A listing of qualified businesses is available from the Virginia Department of Minority Business Enterprise (www.dmb.state.va.us). Firms are asked, as part of their submission, to describe any planned use of such businesses. Please include in your proposal whether your firm or any of your sub-consultants is a minority owned business described by one of the following categories: African American (male), African American (female), Caucasian (female), Hispanic (male), Hispanic (female), Asian American (male), Asian American (female), American Indian (male), American Indian (female), Eskimo (male), Eskimo (female), Aleut (male), Aleut (female), Other (male), Other (female).

Norfolk Businesses

It is also the policy of the City to support Norfolk businesses and workforce development, and the City encourages companies with corporate offices in Norfolk, and which employ Norfolk residents, to compete for City contracts. Please include in your proposal information regarding the location of your offices, the offices of your sub-consultants, and the employment of Norfolk residents by your firm or by your sub-consultants.

Emergency Services

These services may also be required during emergencies. The issuance of a Declaration of Emergency Conditions by authorized government officials shall cause any agreement or contract resulting from this proposal to be activated at the terms and conditions listed in the agreement or contract. The selected firm shall make available to the City of Norfolk, during the time of emergency, its time, equipment, and expertise in those services for which

the firm has been previously contracted. Failure to comply may result in termination of the agreement or contract by the City of Norfolk.

Evaluation of Proposals

Evaluation of proposals will be under the complete jurisdiction of the City of Norfolk. It is the intent of this Request for Proposal that all services be prepared complete in all respects without need for engaging separate technical expertise of professional services.

Upon receipt of the proposals, the City will evaluate all materials submitted by responding firms and rank the proposals in order of qualifications by virtue of technical competence, general background experience, availability, etc. The city shall engage in individual discussions with two or more firms deemed most qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required services. After completion of the interview process, the City shall select, in the order of preference, two or more firms whose professional qualifications and proposed services are deemed the most meritorious. At that time, the City will enter into negotiations with the first choice firm to determine an agreeable method of compensation for service. If negotiation cannot be successfully completed with the first choice firm, the City will then negotiate with the second choice firm, etc. Upon completion of negotiations, a formal contract agreement will be prepared and executed between the firm and the City of Norfolk.

Additional Information

All proposals are due in the office of the Director of Public Works, 7th Floor, City Hall Building, Norfolk, Virginia, 23510, no later than **3:00 p.m., Thursday, October 12, 2006**. Five (5) copies of this proposal shall be submitted. Should there be any questions concerning this proposal, please contact Tammy Halstead of the Structural and Waterfront Bureau at (757) 664-4638.

John M. Keifer
Director

Virginian-Pilot – September 17, 2006
DemandStar – September 17, 2006